

Station/Branch Optimization and Consolidation User Guide

Process Flow

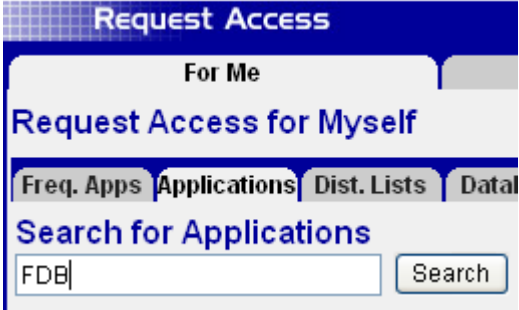
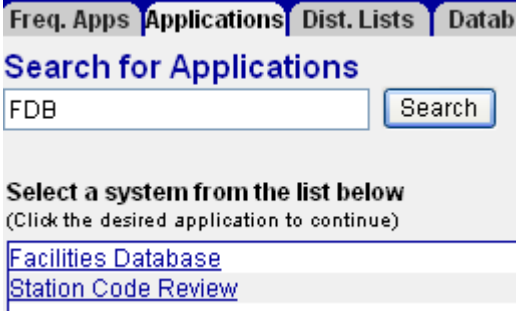

- 1) There are three roles – District, Area (read only) and HQ.
- 2) Request access through eAccess.
- 3) Log in to FDB. Access will be based on user role.
- 4) First time log in requires completion of Contact Information.
- 5) There are two options –
 - Create an Emergency Suspension
 - District role - Create an Emergency Suspension
 - District role - Fill out forms for the suspension
 - District role - Attach documents if needed ***PLEASE NOTE: All forms can be edited by clicking on the word icon. Changes made should be saved locally, renamed ex. 'Es-Hq revised' and then can be uploaded via the Attachment functionality***
 - District role - Notify HQ
 - Area – Read all forms in jurisdiction. No write access.
 - HQ – Log the suspension, review/edit all forms.
 - Create a Discontinuation and complete proposal.
 - District role – Create a Discontinuation.
 - District role – Complete all the forms from the various stages.
 - District role – Save all forms as word documents, edit, make changes, upload as attachment ***PLEASE NOTE: All forms can be edited by clicking on the word icon. Changes made should be saved locally, renamed ex. '4920 revised' and then can be uploaded via the Attachment functionality***
 - District role – Select coversheet for the proposal
 - District role – Select the paragraphs based on sections for the proposal.
 - HQ – Review/Edit all the forms
 - HQ – Review/Edit the Proposal
 - Area role – Read all discontinuation forms and proposal in jurisdiction.
- 6) All – run report based on jurisdiction.

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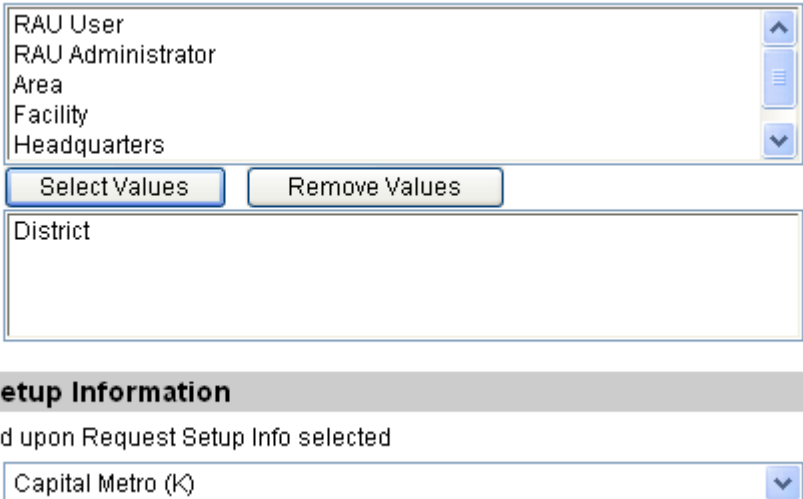
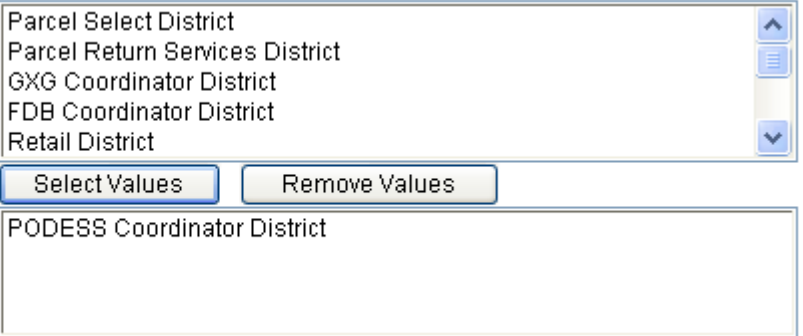

7) Function/Role Summary

FUNCTIONS	ROLES		
	<i>District</i>	<i>Area</i>	<i>HQ</i>
Access	Read/Write	Read Only	Read/Write
Create Contacts	Read/Write	Read/Write	Read/Write
Create Emergency Suspensions	Read/Write	Read Only	Read/Write
Fill ES Forms	Read/Write	Read Only	Read/Write
Review Forms in Word	Read/Write	Read Only	Read/Write
Add Attachments	Read/Write	Read Only	Read/Write
View Fact Sheet	Read Only	Read Only	Read Only
Delete Record	Read/Write	NA	Read/Write
HQ Functions	NA	NA	Read/Write
Create Discontinuation	Read/Write	Read Only	Read/Write
Fill DC Forms	Read/Write	Read Only	Read/Write
Review Forms	Read/Write	Read Only	Read/Write
Review Forms in Word	Read/Write	Read Only	Read/Write
Add Attachments	Read/Write	Read Only	Read/Write
View Fact Sheet	Read Only	Read Only	Read Only
Delete Record	Read/Write	NA	Read/Write
HQ Functions	NA	NA	Read/Write
Select Cover Sheet for Proposal	Read/Write	Read Only	Read/Write
Create Proposal Letter	Read/Write	Read Only	Read/Write
Reports	Read Only	Read Only	Read Only

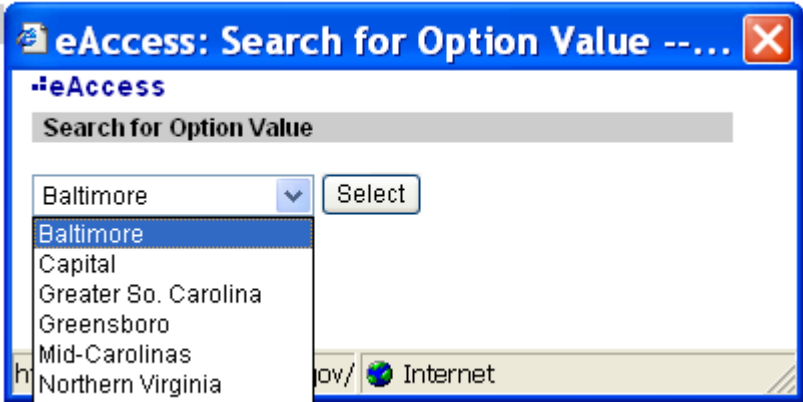
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	Screen Shot	Description
1	Access	
1.1		After logging in to eAccess, click on Application tab and type FDB
1.2		Select Facilities Database
1.3		Select scope – for district - select District, for Area select Area and for HQ select HQ.


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	Screen Shot	Description
1.4	<p>Choose Your Scope*</p>  <p>Dependent Request Setup Information Options displayed will depend upon Request Setup Info selected AREA (District)* Capital Metro (K)</p>	Click on Select Values and select area for area role and for district role select area and then district. HQ has national access.
1.5	<p>District Roles*</p> 	Select PODESS Coordinator District/Area/HQ. If user has access to other roles, add this new to list.
1.6	<p>Please select your DISTRICT*</p> 	Click on Click Here to Make Selection for district from the area selected

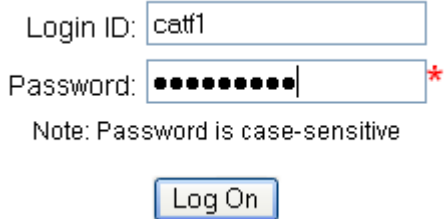
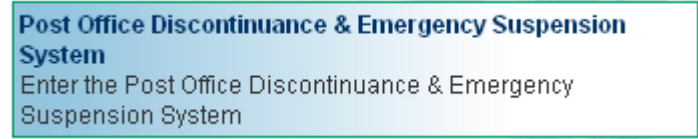
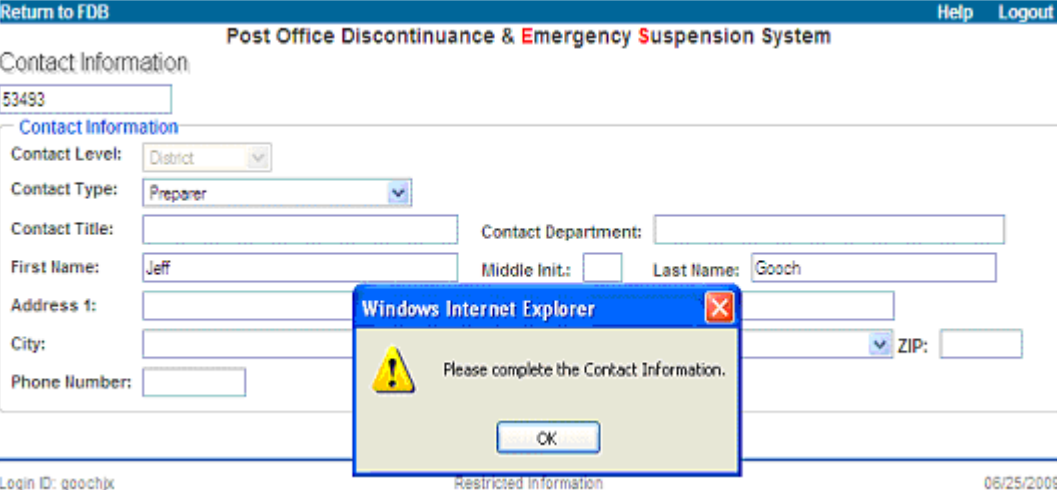
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	Screen Shot	Description
1.7		Select a single district.

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	Screen Shot	Description
1.8	 <p>Help FDB Coordinator Contacts List Report Problems User Guides Emergency Suspension SOP</p> <p>Welcome to Facilities Database System</p> <p><input checked="" type="radio"/> Facilities Database Use the FDB application to update and view facility related information.</p> <p><input type="radio"/> Facilities Security Database Use the FSD application to locate secure USPS facility data & manage surveys. (** requires Facility Security Database eAccess request and approval **)</p> <p><input type="radio"/> File Generator Utility Use the FGU application to generate custom data extracts.</p> <p>Important Information</p> <p>"Single Logon" has been implemented in FDB/FSD/FGU. This means that you will now use your ACE password - rather than your current FDB password - to access these systems. (You will continue to use your eAccess UID as your Logon ID.)</p> <p>Notes:</p> <ul style="list-style-type: none"> Your ACE password is the password that you use to logon to your ACE workstation and/or your Outlook email. If you have recently received your ACE account and have not yet changed the password, you must change your password <u>before</u> you can use it to access these applications. You can change your ACE account password at https://acepassword.usps.gov. If you must have your password reset, go to https://epasswordreset. <p>Restricted Information WARNING! FOR OFFICIAL USE ONLY This is a US Government computer system and is intended for official and other authorized use only. Unauthorized access or use of the system may subject violators to administrative action, civil, and/or criminal prosecution under the US Criminal Code (Title 18 USC § 1030). ***** All info on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. You have no expectations of privacy regarding monitoring of this system. ***** Any authorized or unauthorized use of this computer system signifies consent to and compliance with Postal Service policies and their terms.</p> <p>Application Access</p> <p><input type="checkbox"/> I agree to the terms in the Restricted Information section.</p> <p><input type="button" value="Enter Application"/></p> <p>Need Access?</p>	<p>Type fdb.usps.gov in the address url. Select Facilities Database.</p> <p>Check the Application Access box.</p>

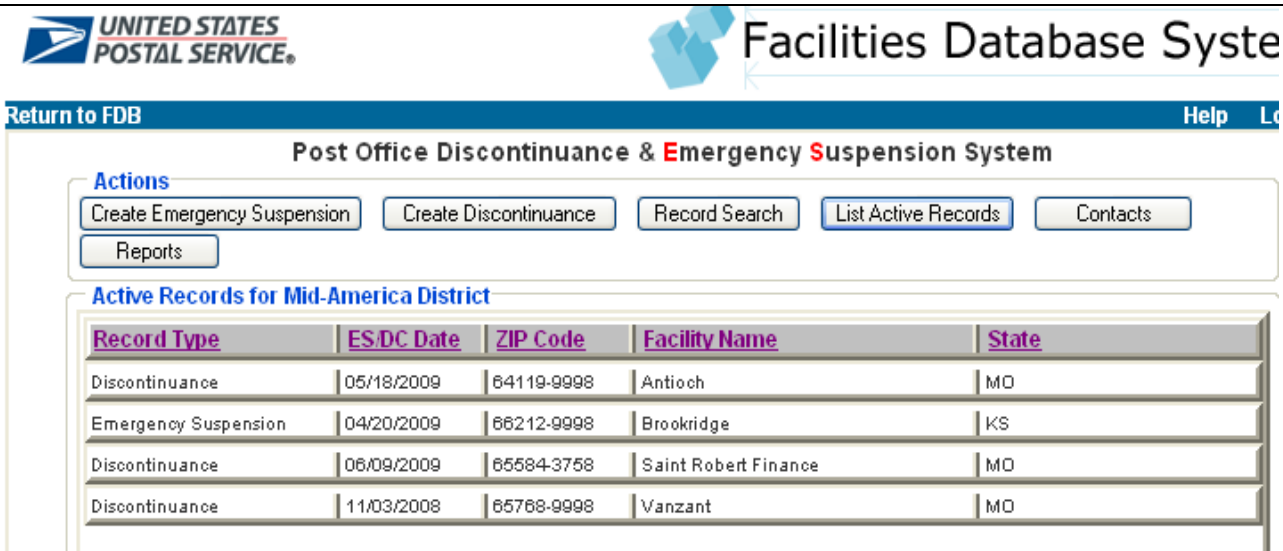

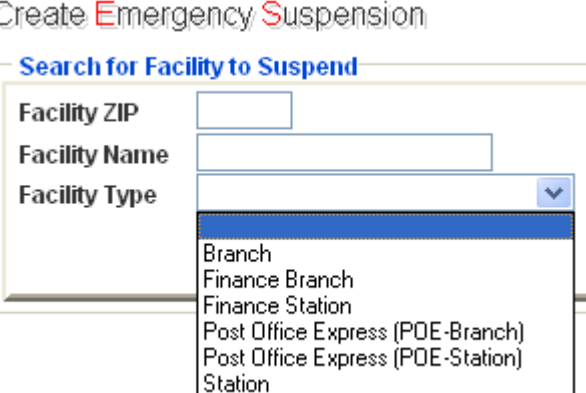
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	Screen Shot	Description
1.9		Enter ace user name and password.
1.10		FDB main page should have this module enabled.
1.11		First time users will be prompted to complete Contact information.

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	Screen Shot	Description
1.12	<p>Contact Information</p> <p>53493</p> <p>Contact Information</p> <p>Contact Level: <input type="text" value="District"/></p> <p>Contact Type: <input type="text" value="District PO Review Coordinator"/></p> <p>Contact Title: <input type="text" value="District Coordinator"/> Contact Department: <input type="text" value="Baltimore District"/></p> <p>First Name: <input type="text" value="Jeff"/> Middle Init.: <input type="text"/> Last Name: <input type="text" value="Gooch"/></p> <p>Address 1: <input type="text"/> Address 2: <input type="text"/></p> <p>City: <input type="text"/> State: <input type="text" value="Virginia"/> ZIP: <input type="text" value="20151"/></p> <p>Phone Number: <input type="text" value="7035020901"/> Fax number: <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> <p>Login ID: goochjx Restricted Information 06/25/2009</p>	The Contact type defaults to Preparer. Select type if needed. Save will bring user back to list of contacts. Click on Return.
1.13	<p>Station and Branch Suspension and Discontinuance</p> <p>Other Units Discontinuance</p>	Next screen should display the Station and Branch Suspension and Discontinuation button enabled.













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	Screen Shot	Description
2	DISTRICT – Emergency Suspension	
		List displayed will have all active records – Emergency Suspension and Discontinuances in user’s jurisdiction. List will be empty if there are no active records.
2.1		User has several options
2.2		Create Emergency Suspension will allow user to search for unit to suspend by Facility zip, name or type.




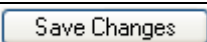
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	Screen Shot	Description																														
2.3	<div>Create Emergency Suspension</div> <div><div><div>Search for Facility to Suspend</div><div><div>Facility ZIP</div><div>Facility Name</div><div>Facility Type</div><div>Branch</div><div>Search</div><div>Cancel</div></div><div><div>You may search on the Facility ZIP, Facility Name or Facility Type.</div><div>Facility ZIP : Enter any portion of the 5 digit Facility Physical Address ZIP code.</div><div>Facility Name : Enter any portion of the Facility Name.</div><div>Facility Type : Select a Facility Type to limit the search results to.</div></div></div></div> <div><div>Search Results</div><table><thead><tr><th>Facility Name</th><th>Facility Type</th><th>Address</th><th>City</th><th>State</th><th>ZIP</th></tr></thead><tbody><tr><td>Blue Valley</td><td>Branch</td><td>12433 Antioch Rd</td><td>Overland Park</td><td>KS</td><td>66213-9998</td></tr><tr><td>Brookridge</td><td>Branch</td><td>9727 Antioch Rd</td><td>Overland Park</td><td>KS</td><td>66212-9998</td></tr><tr><td>Desloge</td><td>Branch</td><td>301 N Desloge Dr</td><td>Desloge</td><td>MO</td><td>63601-3532</td></tr><tr><td>Edwardsville</td><td>Branch</td><td>104 S 4th St</td><td>Edwardsville</td><td>KS</td><td>66111-9998</td></tr></tbody></table><div><div>Continue</div><div>Cancel</div></div></div>	Facility Name	Facility Type	Address	City	State	ZIP	Blue Valley	Branch	12433 Antioch Rd	Overland Park	KS	66213-9998	Brookridge	Branch	9727 Antioch Rd	Overland Park	KS	66212-9998	Desloge	Branch	301 N Desloge Dr	Desloge	MO	63601-3532	Edwardsville	Branch	104 S 4th St	Edwardsville	KS	66111-9998	<div>If type = Branch selected, all branches in users' jurisdiction will appear. Clicking on one will either start a new ES or will alert user that there is already a process in place.</div>
Facility Name	Facility Type	Address	City	State	ZIP																											
Blue Valley	Branch	12433 Antioch Rd	Overland Park	KS	66213-9998																											
Brookridge	Branch	9727 Antioch Rd	Overland Park	KS	66212-9998																											
Desloge	Branch	301 N Desloge Dr	Desloge	MO	63601-3532																											
Edwardsville	Branch	104 S 4th St	Edwardsville	KS	66111-9998																											



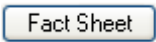


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	Screen Shot	Description
2.4	<p>Emergency Suspension</p> <p>Facility Information</p> <p> Facility Name: Blue Valley Facility Type: Branch Facility Area: Western(4e) Facility District: Mid-America Facility Address: 12433 Antioch Rd Facility City: Overland Park Facility State: KS Facility ZIP: 66213-9998 EAS Level: 26 Facility County: <input type="text"/> </p> <p>Record Information</p> <p> Date of Suspension: <input type="text"/>  Record Type: Emergency Suspension </p> <p>HQ Only Fields</p> <p> Record Status: <input type="text" value="Active"/>  HQ Log Date: <input type="text"/> Record Close Date: <input type="text"/> Official Close Date: <input type="text"/> Actual Close Date: <input type="text"/> Congressional Inquires: <input type="text"/>  Community Petition: <input type="text"/>  Proposal Warranted: <input type="text"/>  Reason if Not-Warranted: <input type="text"/>  Initiated by (1): <input type="text"/>  Initiated by (2): <input type="text"/>  </p> <p>Record Actions</p> <p> <input type="button" value="Save Changes"/> <input type="button" value="Notify HQ"/> <input type="button" value="Create Discontinuance"/> <input type="button" value="Attachments"/> <input type="button" value="Fact Sheet"/> <input type="button" value="Delete Record"/> </p> <p>Forms List</p> <p> <input type="checkbox"/> ES-HQ - Notice of Post Office Emergency Suspension  <input type="checkbox"/> NOTOFF - Notice to Local Officials of Post Office Emergency Suspension  <input type="checkbox"/> SUSLET - Notice to Customers of Post Office Emergency Suspension  </p>	<p>ES main screen. Most data is pre populated from FDB. This screen displays facility information, record information and record actions. HQ portion is disabled.</p>
2.5	<p>Emergency Suspension</p> <p>Facility Information</p> <p> Facility Name: Blue Valley Facility Type: Branch Facility Address: 12433 Antioch Rd Facility City: Overland Park EAS Level: 26 Facility County: Blue Valley </p> <p>Record Information</p> <p> Date of Suspension: 6/9/2009  Record Type: </p> <p>HQ Only Fields</p>	<p>User must complete the data entry fields – County and Date of suspension. Click on Save Changes.</p>

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	Screen Shot	Description
2.6	 <p>ZIP CODE: <u>66213</u> ITEM NO: <u>2</u> PAGE: <input type="text"/></p> <p>UNITED STATES POSTAL SERVICE</p> <p style="text-align: center;">NOTICE OF POST OFFICE EMERGENCY SUSPENSION</p> <p>A. Suspended Office Name: <u>Blue Valley</u> State: <u>KS</u> ZIP Code: <u>66213-9998</u> Area: <u>Western(4e)</u> District: <u>Mid-America</u> Congressional District: <u>03</u> County: _____ Post Office <input type="radio"/> EAS Grade: <u>26</u> Finance Number: <u>198357</u> Classified Station <input type="radio"/> Classified Branch <input checked="" type="radio"/> CPO <input type="radio"/> Date CPO Established: <input type="text"/> Effective Date of Suspension: _____ Justification (specific reason(s) for suspension): <div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Unsuitable current Postal facility <input type="checkbox"/> No suitable quarters in community for Post Office <input type="checkbox"/> Declining or low office workload <input type="checkbox"/> Safety hazard - unsuitable health conditions </div> Multiple selections may be made by dragging your mouse across items or holding down the Ctrl key while left clicking. </p>	<p>User can start filling the forms. First form is ES HQ. This form has several mandatory fields.</p> <p>Save will enable the next form.</p>
2.7	 <p>Forms List</p> <p><input type="checkbox"/> ES-HQ - Notice of Post Office Emergency Suspension</p> <p><input type="checkbox"/> NOTOFF - Notice to Local Officials of Post Office Emergency Suspension</p> <p style="text-align: right;">Last Update: 06/09</p>	<p>After the first form is complete, click on Save Changes. The user can notify HQ or complete the next form. – Notoff. This form is only enabled after completion of ES-HQ.</p>
2.8	 <p>Record Actions</p> <p> <input type="button" value="Save Changes"/> <input type="button" value="Notify HQ"/> <input type="button" value="Create Discontinuance"/> <input type="button" value="Attachments"/> <input type="button" value="Fact Sheet"/> <input type="button" value="Delete Record"/> </p>	<p>When Notify HQ is clicked, the message of email notification appears.</p>
2.9	 <p><input type="button" value="Save Changes"/></p>	<p>Saves all changes</p>

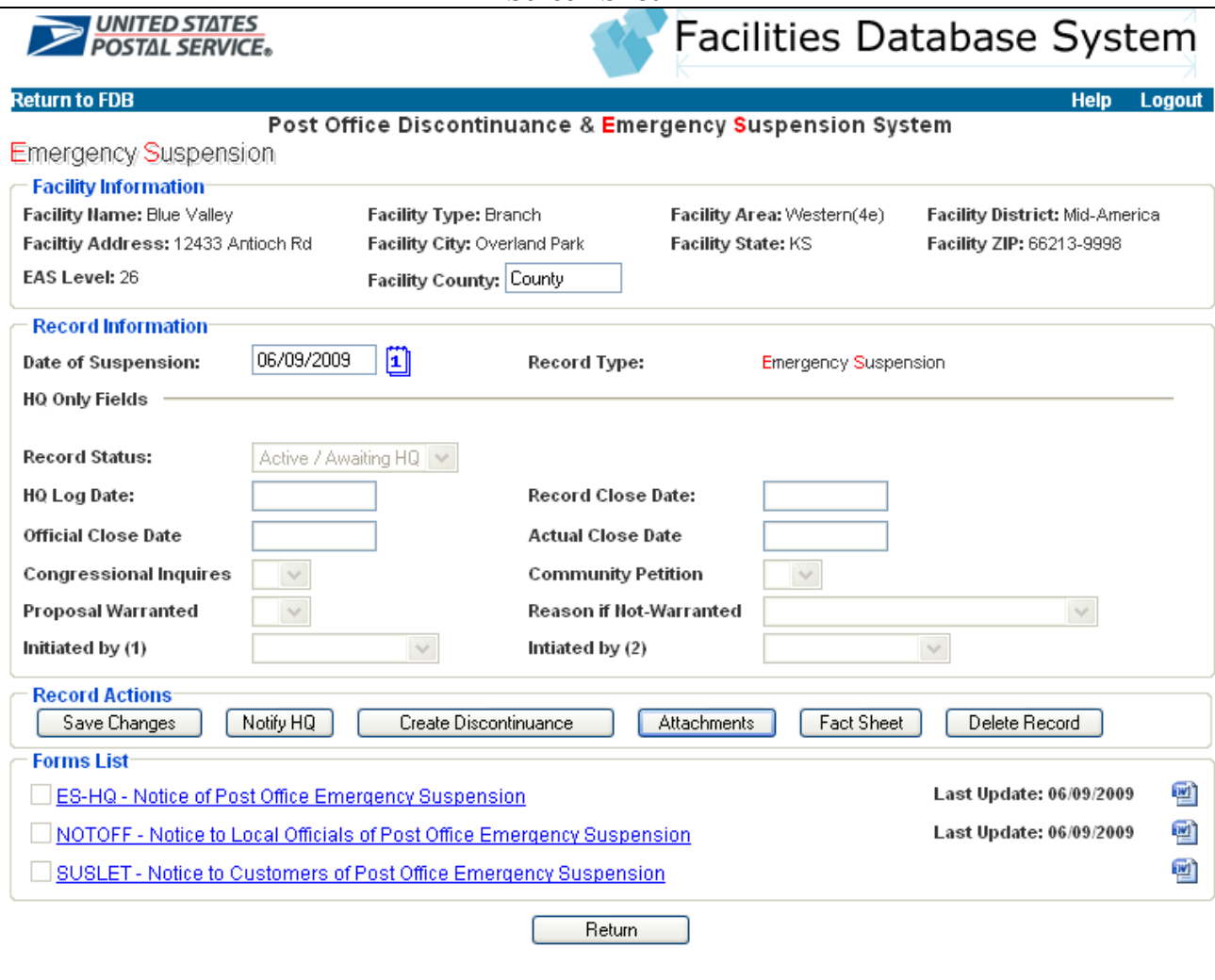
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	Screen Shot	Description
2.10		Notifies HQ
2.11		<p>User can attach documents by clicking on Attachments button. Copies of forms, pictures, and other relative documentation can be attached.</p> <p><i>PLEASE NOTE: All forms can be edited by clicking on the word icon. Changes made should be saved locally, renamed ex. Es-Hq revised and then can be uploaded via the Attachment functionality</i></p>
2.12		User can generate Fact Sheet.
2.13		Clicking on this will delete the record.
2.14		All forms, when submitted will have a Last Update date and will be able to be generated in Word. User will be able

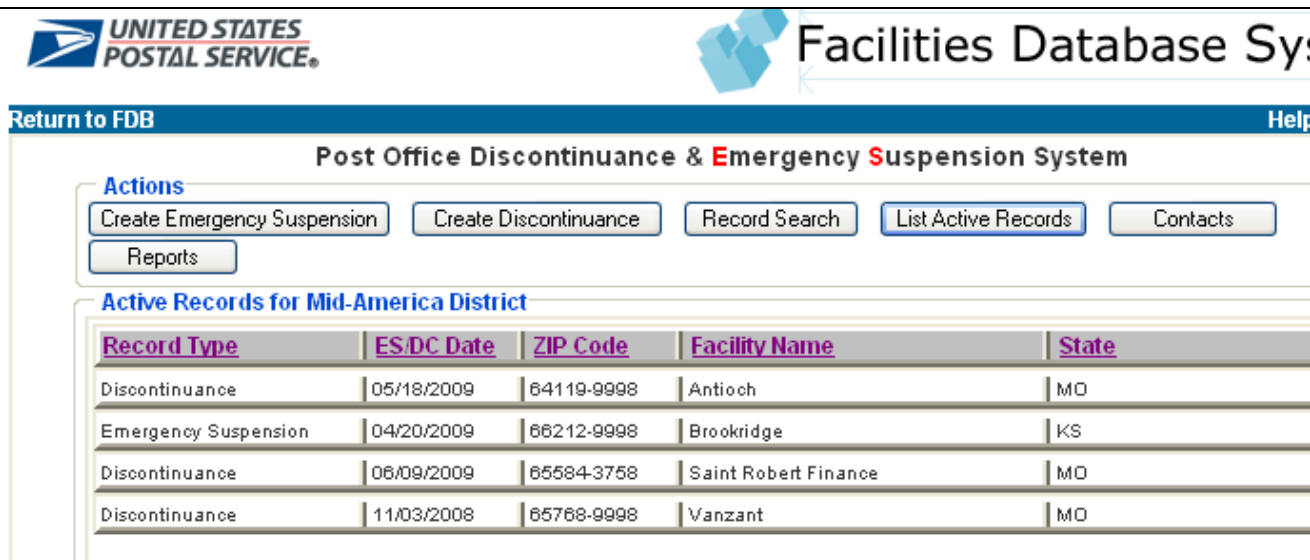
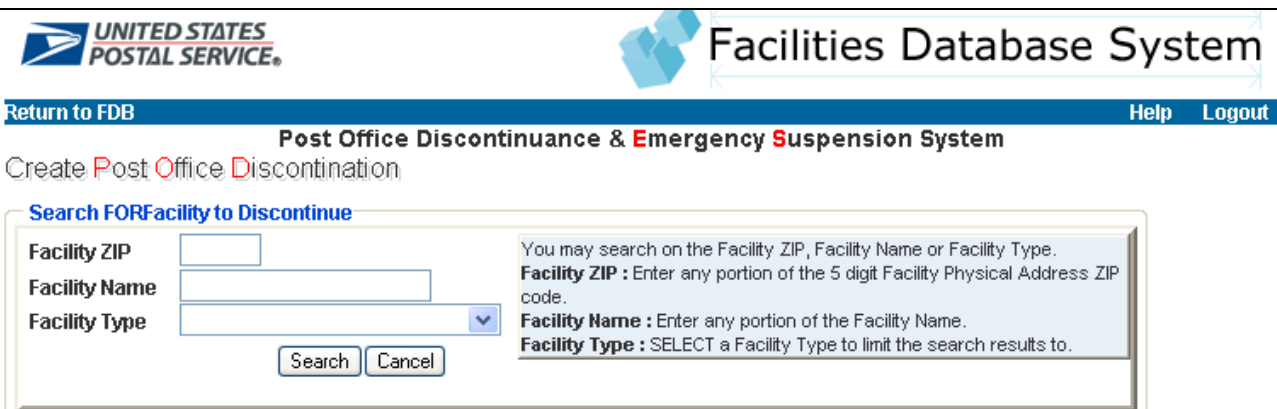
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	Screen Shot	Description																														
2.15	<div><div>Actions</div><div><div>Create Emergency Suspension</div><div>Create Discontinuance</div><div>Record Search</div><div>List Active Records</div><div>Contacts</div><div>Reports</div></div><div>Active Records for Mid-America District</div><table><thead><tr><th>Record Type</th><th>ES/DC Date</th><th>ZIP Code</th><th>Facility Name</th><th>State</th></tr></thead><tbody><tr><td>Discontinuance</td><td>05/18/2009</td><td>64119-9998</td><td>Antioch</td><td>MO</td></tr><tr><td>Emergency Suspension</td><td>06/09/2009</td><td>66213-9998</td><td>Blue Valley</td><td>KS</td></tr><tr><td>Emergency Suspension</td><td>04/20/2009</td><td>66212-9998</td><td>Brookridge</td><td>KS</td></tr><tr><td>Discontinuance</td><td>06/09/2009</td><td>65584-3758</td><td>Saint Robert Finance</td><td>MO</td></tr><tr><td>Discontinuance</td><td>11/03/2008</td><td>65768-9998</td><td>Vanzant</td><td>MO</td></tr></tbody></table></div>	Record Type	ES/DC Date	ZIP Code	Facility Name	State	Discontinuance	05/18/2009	64119-9998	Antioch	MO	Emergency Suspension	06/09/2009	66213-9998	Blue Valley	KS	Emergency Suspension	04/20/2009	66212-9998	Brookridge	KS	Discontinuance	06/09/2009	65584-3758	Saint Robert Finance	MO	Discontinuance	11/03/2008	65768-9998	Vanzant	MO	<p>to save the form on desktop, modify and upload as an attachment.</p> <p>If user has notified HQ and needs to fill out another form, click on the active record.</p>
Record Type	ES/DC Date	ZIP Code	Facility Name	State																												
Discontinuance	05/18/2009	64119-9998	Antioch	MO																												
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	Screen Shot	Description
2.16	 <p>The screenshot shows the 'Facilities Database System' interface for 'Post Office Discontinuance & Emergency Suspension System'. The page includes a header with the USPS logo and navigation links like 'Return to FDB', 'Help', and 'Logout'. The main section is titled 'Emergency Suspension' and contains several form fields for facility information (Name, Address, Type, City, State, ZIP, County, EAS Level) and record information (Date of Suspension, Record Type, Record Status, Log Date, Close Dates, Congressional Inquiries, Proposal Warranted, Initiated by). Below the form fields are buttons for 'Save Changes', 'Notify HQ', 'Create Discontinuance', 'Attachments', 'Fact Sheet', and 'Delete Record'. At the bottom, there is a 'Forms List' section with links to 'ES-HQ - Notice of Post Office Emergency Suspension', 'NOTOFF - Notice to Local Officials of Post Office Emergency Suspension', and 'SUSLET - Notice to Customers of Post Office Emergency Suspension', each with a 'Last Update' date of 06/09/2009 and a document icon. A 'Return' button is located at the very bottom of the form area.</p>	Fill the next form. This will capture the Last Update date. Third form is enabled.










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3	DISTRICT - Discontinuance																										
3.1	 <p>Active Records for Mid-America District</p> <table><thead><tr><th>Record Type</th><th>ES/DC Date</th><th>ZIP Code</th><th>Facility Name</th><th>State</th></tr></thead><tbody><tr><td>Discontinuance</td><td>05/18/2009</td><td>64119-9998</td><td>Antioch</td><td>MO</td></tr><tr><td>Emergency Suspension</td><td>04/20/2009</td><td>66212-9998</td><td>Brookridge</td><td>KS</td></tr><tr><td>Discontinuance</td><td>06/09/2009</td><td>65584-3758</td><td>Saint Robert Finance</td><td>MO</td></tr><tr><td>Discontinuance</td><td>11/03/2008</td><td>65768-9998</td><td>Vanzant</td><td>MO</td></tr></tbody></table>	Record Type	ES/DC Date	ZIP Code	Facility Name	State	Discontinuance	05/18/2009	64119-9998	Antioch	MO	Emergency Suspension	04/20/2009	66212-9998	Brookridge	KS	Discontinuance	06/09/2009	65584-3758	Saint Robert Finance	MO	Discontinuance	11/03/2008	65768-9998	Vanzant	MO	Click on Create Discontinuance.
Record Type	ES/DC Date	ZIP Code	Facility Name	State																							
Discontinuance	05/18/2009	64119-9998	Antioch	MO																							
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Discontinuance	06/09/2009	65584-3758	Saint Robert Finance	MO																							
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3.2	 <p>Search FOR Facility to Discontinue</p> <p>Facility ZIP: <input type="text"/></p> <p>Facility Name: <input type="text"/></p> <p>Facility Type: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p>You may search on the Facility ZIP, Facility Name or Facility Type. Facility ZIP : Enter any portion of the 5 digit Facility Physical Address ZIP code. Facility Name : Enter any portion of the Facility Name. Facility Type : SELECT a Facility Type to limit the search results to.</p>	User will be able to search by zip, name or type of facility. Select Facility Type = Station and click Search																									

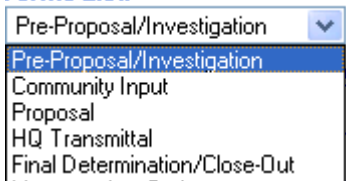
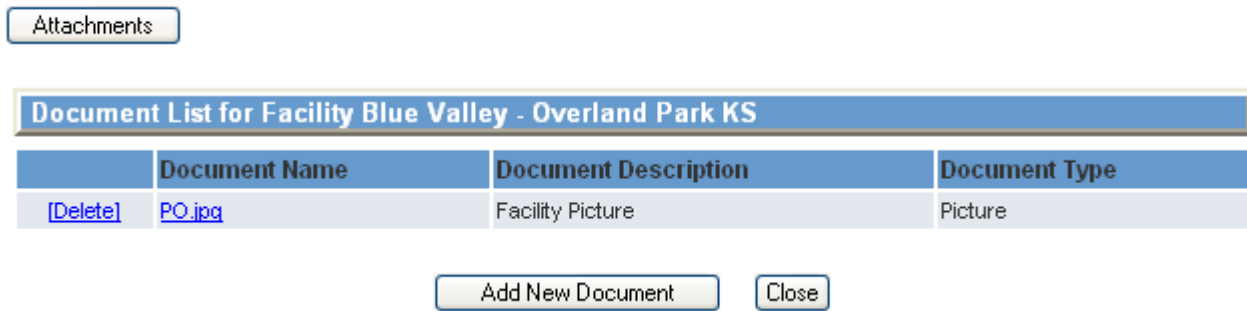
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	Screen Shot	Description																														
3.3	<div><div><div><div>Facility ZIP</div><div><input type="text"/></div></div><div><div>Facility Name</div><div><input type="text"/></div></div><div><div>Facility Type</div><div>Station</div><div>▼</div></div><div><div>Search</div><div>Cancel</div></div></div><div><div>You may search on the Facility ZIP, Facility Name or Facility Type.</div><div>Facility ZIP : Enter any portion of the 5 digit Facility Physical Address ZIP code.</div><div>Facility Name : Enter any portion of the Facility Name.</div><div>Facility Type : SELECT a Facility Type to limit the search results to.</div></div></div> <div><div>Search Results</div><table><thead><tr><th>Facility Name</th><th>Facility Type</th><th>Address</th><th>City</th><th>State</th><th>ZIP</th></tr></thead><tbody><tr><td>Antioch</td><td>Station</td><td>4810 Ne Vivion Rd</td><td>Kansas City</td><td>MO</td><td>64119-9998</td></tr><tr><td>Argentine</td><td>Station</td><td>3400 Strong Ave</td><td>Kansas City</td><td>KS</td><td>66106-9990</td></tr><tr><td>Bannister Mall</td><td>Station</td><td>5600 E Bannister Rd</td><td>Kansas City</td><td>MO</td><td>64192-1000</td></tr><tr><td>Boardwalk Square Station</td><td>Station</td><td>6304 Nw Barry Rd</td><td>Kansas City</td><td>MO</td><td>64154-9998</td></tr></tbody></table></div>	Facility Name	Facility Type	Address	City	State	ZIP	Antioch	Station	4810 Ne Vivion Rd	Kansas City	MO	64119-9998	Argentine	Station	3400 Strong Ave	Kansas City	KS	66106-9990	Bannister Mall	Station	5600 E Bannister Rd	Kansas City	MO	64192-1000	Boardwalk Square Station	Station	6304 Nw Barry Rd	Kansas City	MO	64154-9998	List of Stations will appear on the screen. Select the facility that will be discontinued.
Facility Name	Facility Type	Address	City	State	ZIP																											
Antioch	Station	4810 Ne Vivion Rd	Kansas City	MO	64119-9998																											
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Boardwalk Square Station	Station	6304 Nw Barry Rd	Kansas City	MO	64154-9998																											
3.4	<div><div>Microsoft Internet Explorer</div><div><div></div><div>This Facility already has a Discontinuance in Process.</div></div><div><div>OK</div></div></div>	If there is an active discontinuation, user will get this message. Select another facility																														

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	Screen Shot	Description
3.5	<p>Post Office Discontinuation</p> <p>Facility Information</p> <p>Facility Name: Argentine Facility Type: Station Facility Area: Western(4e) Facility District: Mid-America Facility Address: 3400 Strong Ave Facility City: Kansas City Facility State: KS Facility ZIP: 66106-9990 EAS Level: 24 Facility County: </p> <p>Record Information</p> <p>Date of Discontinuance:  Record Type: Discontinuance</p> <p>HQ only Fields</p> <p>Record Status: Open Case Status: HQ Log Date: Record Close Date: Official Close Date: Actual Close Date: Congressional Inquires: Community Petition: Proposal Warranted: Reason if Not-Warranted: </p> <p>Record Actions</p> <p>Save Changes Attachments Fact Sheet Create Field Proposal Letter Delete Record</p> <p>Forms List:</p> <p>Pre-Proposal/Investigation</p> <ul style="list-style-type: none"> <input type="checkbox"/> 4920 - PS Form 4920 - Post Office Closing or Consolidation Proposal - Fact Sheet  <input type="checkbox"/> AUTHORI - Letter - Authority to Investigate  <input type="checkbox"/> OICINFO - Letter Requesting Customer Information  <input type="checkbox"/> COMSURVEY - Community Survey Sheet  <input type="checkbox"/> HCRANA - Highway Contract Route Cost Analysis Form  <input type="checkbox"/> RURALANA - Rural Route Cost Analysis Form  <input type="checkbox"/> ZIPELIMINATION - ZIP Code Elimination Request Letter  <input type="checkbox"/> CLCHK - Classified Station/Branch or Community Post Office Discontinuance Checklist  	<p>The main discontinuation screen will appear. Complete the County and Date of Discontinuance and click Save Changes. User is now ready to fill the forms as per the stages. This screen has the forms for the Pre - Proposal/Investigation Stage</p>
3.6	<p>4920 - PS Form 4920 - Post Office Closing or Consolidation Proposal - Fact Sheet</p>	<p>Complete all the forms. Form 4920 is mandatory. Information from this</p>






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	Screen Shot	Description								
		form is used to pre populate other forms/letters/proposal.								
3.7	<p>Forms List:</p> 	After forms in first stage are completed, select next stage from the drop down.								
3.8	 <table><tr><th></th><th>Document Name</th><th>Document Description</th><th>Document Type</th></tr><tr><td>[Delete]</td><td>PO.jpg</td><td>Facility Picture</td><td>Picture</td></tr></table>		Document Name	Document Description	Document Type	[Delete]	PO.jpg	Facility Picture	Picture	Each form can be viewed in Word. If there is a need to edit pre populated data, the word document can be edited and saved locally with the name of the form ex. 4920 Revised. This can be uploaded as an attachment by clicking on the attachment button. Click on Add New Document, find the saved version and upload. Other documents can also be loaded.
	Document Name	Document Description	Document Type							
[Delete]	PO.jpg	Facility Picture	Picture							

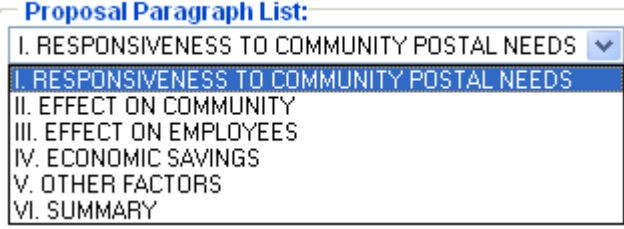
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	Screen Shot	Description
3.9	<p>Forms List:</p> <p>Community Input </p> <ul style="list-style-type: none"> <input type="checkbox"/> COMMEET S - Community Meeting Notification Letter - - Stations/Branches <input type="checkbox"/> COMANA - Community Meeting Analysis <input type="checkbox"/> ROSTER - Community Meeting Roster <input type="checkbox"/> RRNOSUS S - Cover Letter - Rural Route/HCR Service to CBU/Roadside Box/Non-Personnel Unit (Unit Not Suspended) <input type="checkbox"/> QROPTION - Questionnaire - Rural Route/HCR Service to CBU/Roadside Box/Non-Personnel Unit (Office Not Suspended) <input type="checkbox"/> RRUS S - Cover Letter - Rural Route/HCR Service to CBU/Roadside Box/Non-Personnel Unit (Unit Suspended) <input type="checkbox"/> QSR - Questionnaire - Rural Route/HCR Service to CBU/Roadside Box/Non-Personnel Unit (Office Suspended) <input type="checkbox"/> SERVICES - Post Office on Wheels <input type="checkbox"/> WELCOME - Welcome to Rural Delivery Service <input type="checkbox"/> QUEDIS - Questionnaire Transmittal Letter <input type="checkbox"/> QUEANA - Postal Customer Questionnaire Analysis <input type="checkbox"/> BLANKQUE S - Response to Postal Customer Questionnaire - Stations/Branches <input type="checkbox"/> CBUS - Cluster Box Units and Neighborhood Delivery and Collection Box Units (NDCBUs) 	<p>Forms of second stage – Community Input.</p> <p>Upon completion, select next stage. Some forms are for Information purposes only ex – services, welcome.</p> <p>Forms like the roster Need some data entry and then will have to be printed and names added manually. Form like questionnaires is to be printed as needed and sent out to customers.</p>
3.10	<p>Forms List:</p> <p>Proposal </p> <ul style="list-style-type: none"> <input type="checkbox"/> INDEX S - Official Record Index - Stations/Branches 	<p>Next stage is the Proposal – the index form will have some dates pre populated as the forms are submitted and there are others where users can enter the dates.</p>

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	Screen Shot	Description
3.11	Forms List: 	Next stage is the HQ Transmittal one. This stage has the forms to be completed when study is ready for HQ review. The last form is to be completed by HQ.
3.12	Forms List: 	Next stage is Final Determination/Close Out All forms in this stage are to be completed by HQ.
4	DISTRICT – Build Proposal Letter	
4.1		After district has completed forms, on main page click on Create Field Proposal Letter.
4.2	Letter Information Select Cover Page: 	Select the cover sheet code from the drop down.
4.3	Letter Actions 	Click on Save Letter Info and then click on View Letter. This is the first page of the proposal.

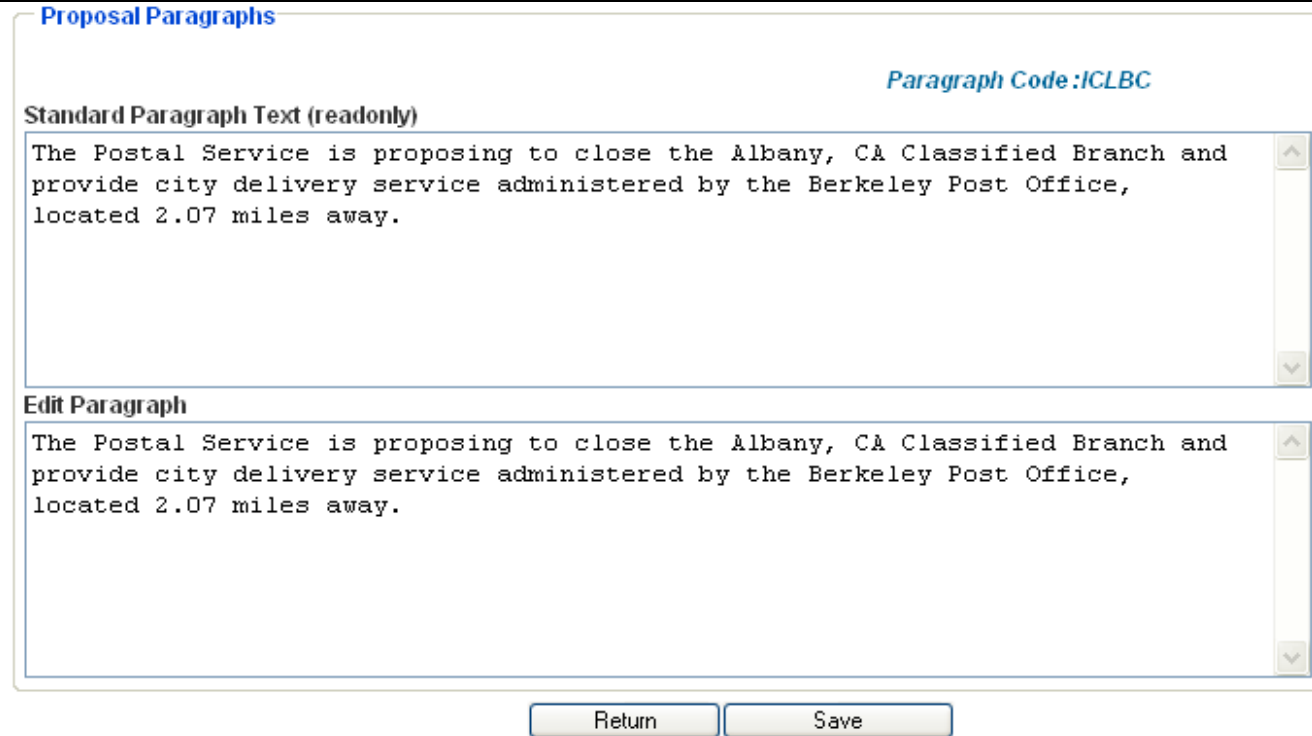
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	Screen Shot	Description
4.4	<p style="text-align: center;">PROPOSAL TO CLOSE THE ALBANY, CA CLASSIFIED BRANCH AND PROVIDE CITY DELIVERY SERVICE</p>	The action selected will appear. This is the cover sheet for the proposal.
4.5		Next to build the paragraphs based on the section – Each section has several paragraphs. User will pick the ones that pertain to the action of closure. All the form data will be pre populated in the paragraphs.

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	Screen Shot	Description
4.5	<p>FIRST PARAGRAPH OPTIONS</p> <p>ICLSH - classified station to highway contract route</p> <p>ICLSR - classified station to rural delivery</p> <p>ICLSC - classified station to city delivery</p> <p>ICLBH - classified branch to highway contract route</p> <p>ICLBR - classified branch to rural delivery</p> <p>ICLBC - classified branch to city delivery</p> <p>ICLBCB - classified branch to contract branch</p> <p>CLSNPO - Classified Station to Po Boxes Relocated</p> <p>ICLSNPU - Classified station to npu</p> <p>ADD TO FIRST PARAGRAPH IF APPROPRIATE</p> <p>OPTION - option of CBUs or roadside boxes</p> <p>RBOX - delivery to roadside boxes</p> <p>NBU - delivery to CBUs</p> <p>NEW PARAGRAPH IF NEEDED</p> <p>CBU - definition of cluster box unit</p> <p>SCBU - definition of CBU at a suspended office</p> <p>NPU - definition of a nonpersonnel unit</p> <p>NEW PARAGRAPH</p> <p>SAFETY - building safety/health deficiencies; suspended office</p> <p>CONSTANT - constant workload; operational efficiency</p> <p>EVICT - evicted by lessor; suspended office</p> <p>BLDG - building deficiencies; not suspended</p> <p>LEASE - unable to negotiate acceptable lease; suspended</p> <p>DECLINE3 - declining workload</p> <p>NEW PARAGRAPH</p> <p>HRS - office information; different hours on Saturday</p> <p>SHRS - suspended office information; different Saturday hours</p>	<p>Each stage has paragraph options. Select the paragraph pertaining to the situation. After selecting paragraph, the ext screen will display the code and the paragraph selected.</p>

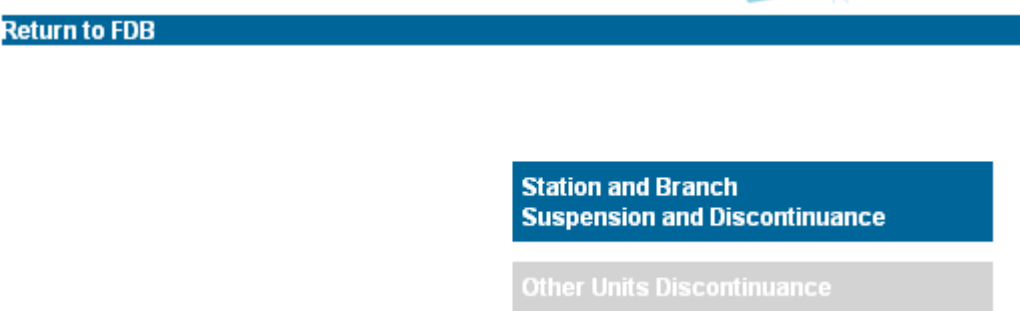
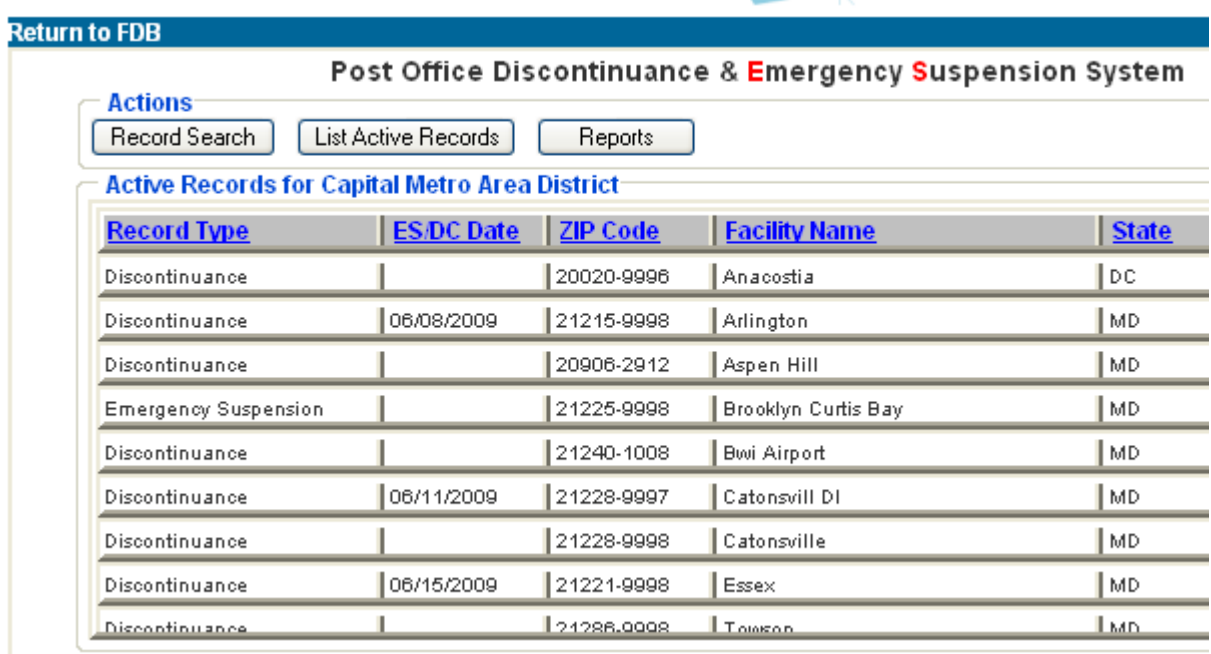
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	Screen Shot	Description
4.6	 <p>Proposal Paragraphs</p> <p><i>Paragraph Code: ICLBC</i></p> <p>Standard Paragraph Text (readonly)</p> <p>The Postal Service is proposing to close the Albany, CA Classified Branch and provide city delivery service administered by the Berkeley Post Office, located 2.07 miles away.</p> <p>Edit Paragraph</p> <p>The Postal Service is proposing to close the Albany, CA Classified Branch and provide city delivery service administered by the Berkeley Post Office, located 2.07 miles away.</p> <p>Return Save</p>	<p>The first version is the database version and second is editable. This enables users to make changes if there the standard language is not correct. Clicking on Save will save the paragraph in the section. To delete, reselecting the paragraph and Delete button will appear. Click and it will delete the paragraph.</p> <p>Save will save the proposal for this facility with all the changes made by the user. Return takes user back to previous screen.</p>













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	Screen Shot	Description
4.7	<p style="text-align: center;">PROPOSAL TO CLOSE THE ALBANY, CA CLASSIFIED STATION AND PROVIDE HIGHWAY CONTRACT ROUTE SERVICE</p> <p>I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS</p> <p>The Postal Service is proposing to close the Albany, CA Classified Station and provide delivery and retail services by highway contract route Office, located 2.07 miles away.</p>	Proposal.
4.8	<p>Record Actions</p> <p>Save Changes Attachments Fact Sheet [v]</p> <p>Delete Record</p>	After all paragraphs are selected from all the sections, proposal is ready for viewing. View letter will bring the whole proposal. To edit and format, add page numbers etc., save this as a word doc. not htm or html. Name the file, make changes and to upload, click on Return.
4.9		This takes user back to main facility information screen. Click on Attachments and upload document as revised proposal. This modified version is a part of this

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	Screen Shot	Description
		record.
5	Area	
5.1		First time log in to PODESS will trigger the contact information screen. Complete details, save and user get the first screen with the Station Branch Suspension and Discontinuance enabled.
5.2		First screen will display all the active records in user's area. User will also have ability to search for records by facility zip, name or status. User will also have ability to run reports.

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	Screen Shot	Description
5.3	<p>Record Actions</p> <p>Save Changes Attachments Fact Sheet</p> <p>Forms List:</p> <p>Pre-Proposal/Investigation ▾</p> <p><input type="checkbox"/> 4920 - PS Form 4920 - Post Office Closing or Consolidation Proposal - Fact Sheet </p> <p><input type="checkbox"/> AUTHORI - Letter - Authority to Investigate </p> <p><input type="checkbox"/> OICINFO - Letter Requesting Customer Information </p> <p><input type="checkbox"/> COMSURVEY - Community Survey Sheet </p> <p><input type="checkbox"/> HCRANA - Highway Contract Route Cost Analysis Form </p> <p><input type="checkbox"/> RURALANA - Rural Route Cost Analysis Form </p> <p><input type="checkbox"/> ZIPELIMINATION - ZIP Code Elimination Request Letter </p> <p><input type="checkbox"/> CLCHK - Classified Station/Branch or Community Post Office Discontinuance Checklist </p>	<p>Clicking on any record will take user to all the read only forms. Click on the word documents to see the forms.</p> <p>Attachments and Fact sheet can also be viewed.</p>
6	HQ	All functionality as district plus enter HQ data.
6.1	<p>HQ only Fields</p> <p>Record Status: Open ▾ Case Status: ▾</p> <p>HQ Log Date: <input type="text"/>  Record Close Date: <input type="text"/> </p> <p>Official Close Date <input type="text"/>  Actual Close Date <input type="text"/> </p> <p>Congressional Inquires ▾ Community Petition ▾</p> <p>Proposal Warranted ▾ Reason if Not-Warranted ▾</p>	HQ Actions
6.2	<p>Record Actions</p> <p>Save Changes Attachments Fact Sheet View/Edit Field Proposal Letter Create HQ Final Determination</p> <p>Delete Record</p>	HQ Actions

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	Screen Shot	Description																		
7	Report	From the main screen click on the Reports button.																		
7.1	<div>RS-1 : STATION BRANCH CLOSING SUMMARY REPORT</div> <div><div><div>Post Office:</div><div>ALL Branch Finance Branch</div></div><div><div>Discontinuance Date:</div><div>From: <div>1</div></div><div>To: <div>1</div></div></div><div><div>Area:</div><div>PACIFIC AREA(4F)</div></div><div><div>District:</div><div>945 - Bay Valley</div></div><div><div>Report Format:</div><div>HTML EXCEL</div></div></div> <div><div>Back</div><div>Run Report</div></div>	Station Branch Closing Summary Report. – Selection screen																		
7.2	<div>RS-1 : STATION BRANCH CLOSING SUMMARY REPORT</div> <div>For All Stations and Branches Facility Types</div> <table><thead><tr><th>AREA</th><th>NUMBER APPROVED FOR STUDY (FROM DM)</th><th>NUMBER PENDING REVIEW AND INVESTIGATION</th><th>NUMBER COMMUNITY NOTICE QUESTIONNAIRE/ MEETING)</th><th>NUMBER OF PROPOSALS SENT TO HQ</th><th>NUMBER PENDING HQ REVIEW</th><th>NUMBER APPROVED FOR CLOSURE</th><th>TOTAL ANNUAL SAVINGS</th><th>PERCENT CLOSED</th></tr></thead><tbody><tr><td>PACIFIC AREA(4F)</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>\$63816</td><td>100%</td></tr></tbody></table>	AREA	NUMBER APPROVED FOR STUDY (FROM DM)	NUMBER PENDING REVIEW AND INVESTIGATION	NUMBER COMMUNITY NOTICE QUESTIONNAIRE/ MEETING)	NUMBER OF PROPOSALS SENT TO HQ	NUMBER PENDING HQ REVIEW	NUMBER APPROVED FOR CLOSURE	TOTAL ANNUAL SAVINGS	PERCENT CLOSED	PACIFIC AREA(4F)	1	1	1	1	1	1	\$63816	100%	Report displays statistics based on which stage the discontinuance is. Report also displays percent complete.
AREA	NUMBER APPROVED FOR STUDY (FROM DM)	NUMBER PENDING REVIEW AND INVESTIGATION	NUMBER COMMUNITY NOTICE QUESTIONNAIRE/ MEETING)	NUMBER OF PROPOSALS SENT TO HQ	NUMBER PENDING HQ REVIEW	NUMBER APPROVED FOR CLOSURE	TOTAL ANNUAL SAVINGS	PERCENT CLOSED												
PACIFIC AREA(4F)	1	1	1	1	1	1	\$63816	100%												